



May 14, 2014

Item No. 5

**AUTHORIZATION TO INCREASE THE CONTRACT AND EXERCISE THREE ONE-YEAR OPTIONS
WITH INTERNATIONAL SCHOLARSHIP AND TUITION SERVICES, INC. TO PROVIDE POST-
SECONDARY SCHOLARSHIPS FOR CHA COLLEGE-BOUND YOUTH AND ADULTS**

RECOMMENDATION

It is recommended that the Board of Commissioners ("Board") authorize the Chief Executive Officer or his designee to increase the base term funding of Contract No. 11336 with International Scholarship and Tuition Services, Inc. ("ISTS") in an amount not-to-exceed \$152,250 for additional scholarship funds. It is further recommended that the Board of Commissioners authorize the Chief Executive Officer or his designee, at their discretion and upon expiration of the previous term, and subject to funding availability and satisfactory contract performance, to exercise the first, second and third one-year options, in an amount not-to-exceed \$289,500 per option term, consisting of \$250,000 in scholarship awards and \$39,500 for program administration each year. The new aggregate contract total, including the base term and all option years will be an amount not-to-exceed \$1,255,750.

The Deputy Chief Housing Officer of Resident Services, the Office of the General Counsel and the Department of Procurement and Contracts have completed all necessary due diligence to support the submission of this initiative and recommend the approval of this item accordingly.

CORPORATE GOAL

The CHA Scholarship Program supports CHA's corporate goal of empowering individuals for success in the global economy while providing targeted services to residents at critical milestones in their lives.

FUNDING

CHA General Fund and Section 3 Funds

CONTRACT SUMMARY

Vendor:

International Scholarship and
Tuition Services, Inc.
1321 Murfreesboro Road, Suite 800
Nashville TN, 37217

| | |
|---------------------------------|-------------|
| Base Contract Amount: | \$235,000 |
| Amendment No 1: | \$152,250 |
| First Option Year: | \$289,500 |
| Second Option Year: | \$289,500 |
| Third Option Year: | \$289,500 |
| Aggregate Not-to-Exceed: | \$1,255,750 |

COMPLIANCE INFORMATION

| M/W/DBE Participation | Section 3 Hiring | Section 3 Other Economic Opportunities |
|-----------------------|------------------|--|
| 100% WBE | 0 – No new hires | 1.5% Contribution to Section 3 Fund |

GENERAL BACKGROUND

CHA's Resident Services Division is charged with supporting youth and adults on the path to self-sufficiency, of which, post-secondary education is an increasingly important step. However, many available scholarship and financial aid options only cover tuition, leaving a need for many students when purchasing books, paying student fees, housing, and travel expenses. This financial gap can derail a student's education, even if tuition is covered. In addition to tuition assistance, funds awarded through the CHA Scholarship Program may be used to assist with these other education related expenses.

ISTS was competitively procured in 2013 to manage all aspects of a Scholarship Program for CHA college-bound youth and adults. ISTS has developed eligibility requirements, selection criteria and scoring procedures for both merit and need based scholarship awards. ISTS developed the online application based on CHA's requirements and will administer the online application submittal, review and scoring. Once recipients are selected, ISTS will distribute the awards to the college/university or directly to the student as appropriate. While it was originally anticipated that the first scholarship awards would occur for the 2014-15 school year, based on CHA's request, ISTS distributed certain scholarships to CHA residents that were not originally contemplated in the scope of work. This resulted in the scholarship fund for the 2014-15 academic year to be partially depleted. Additionally, CHA is requesting that additional scholarship funds be made available for the 2014-15 year and each option year. The Scholarship Program will provide between 100 and 250 scholarships per year to CHA college-bound youth and adults in amounts ranging from \$1,000 to \$2,500, starting with the 2014-2015 school year.

The Board action recommended in this item complies in all material respects with all applicable Chicago Housing Authority board policies and all applicable federal (HUD) procurement laws.

The Deputy Chief Housing Officer of Resident Services concurs with the recommendation to increase the base term of the contract with ISTS and exercise of the three one-year options pending future budget availability and contract performance.

The CEO/President recommends the Board to approve an increase to the base term of Contract No. 11336 with ISTS in an amount not-to-exceed \$152,250 for additional scholarship funds, for an aggregate not-to-exceed base term of \$387,250. The CEO further recommends at his or his designee's discretion and upon the expiration of the base term, subject to funding availability and satisfactory contract performance, the exercise of the first, second and third one-year options, in an amount not-to-exceed \$289,500 per option term, consisting of \$250,000 in scholarship funds and \$39,500 for program administration each year. The new aggregate contract total, including the base term and all option years will be an amount not-to-exceed \$1,255,750.

RESOLUTION NO. 2014-CHA-45

WHEREAS, the Board of Commissioners has reviewed the Board Letter dated May 14, 2014 entitled "AUTHORIZATION TO INCREASE THE CONTRACT AND EXERCISE THREE ONE-YEAR OPTIONS WITH INTERNATIONAL SCHOLARSHIP AND TUITION SERVICES, INC. TO PROVIDE POST-SECONDARY SCHOLARSHIPS FOR CHA COLLEGE-BOUND YOUTH AND ADULTS";

THEREFORE, BE IT RESOLVED BY THE CHICAGO HOUSING AUTHORITY

THAT the Board of Commissioners authorizes the Chief Executive Officer or his designee to increase the base term funding of Contract No. 11336 with International Scholarship and Tuition Services, Inc. in an amount not-to-exceed \$152,250 for additional scholarship funds, for an aggregate not-to-exceed amount of \$387,250 for the base term. The Board of Commissioners further authorizes the Chief Executive Officer or his designee, at their discretion and upon expiration of the previous term, subject to funding availability and satisfactory contract performance, to exercise the first, second and third one-year options, in an amount not-to-exceed \$289,500 per option term, consisting of \$250,000 in scholarship awards and \$39,500 for program administration each year. The new aggregate contract total, including the base term, amendment and all option years will be an amount not-to-exceed \$1,255,750.

This award is subject to the Contractor's compliance with the CHA's MBE/WBE/DBE, Section 3, and insurance requirements.



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